

DATED 6<sup>TH</sup> FEBRUARY 2017

WATER SERVICES REGULATION AUTHORITY

and

CHRIS BELL HR CONSULTANCY LTD

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**AGREEMENT**

**FOR PROVISION OF**

**SUPPORT FOR OFWAT GRADUATE DEVELOPMENT PROGRAMME 2017**

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AGREEMENT REFERENCE

**PROC.01.0553**

PURCHASE ORDER NUMBER

**SER/0670**

## AGREEMENT FOR CONSULTANCY SUPPORT

DATE: 6<sup>th</sup> February 2017

### PARTIES

- (1) **Water Services Regulation Authority ("Ofwat"), Centre City Tower, 7 Hill Street, Birmingham, B5 4UA;**
- (2) **Chris Bell HR Consulting Ltd ("Service Provider"), also T/A One for the Job, 300 Vauxhall Bridge Road, London, SW1V 1AA (Company registration number 07245594).**

### IT IS AGREED AS FOLLOWS:

#### 1. DEFINITIONS AND INTERPRETATION

- 1.1 In this Agreement the following words and expressions shall have the following meanings save where the context provides otherwise:

**"Agreement"**

means this agreement and all schedules to this agreement;

**"CCS"**

means Crown Commercial Service;

**"Bribe"**

means the receiving or offering of any undue reward by or to any person whatsoever, in a public office, in order to influence his behaviour in office and incline him to act contrary to the known rules of honesty and integrity;

**"Contracting Authority"**

means any contracting authority as defined in Regulation 3 of the Public Contracts Regulations 2006 other than Ofwat;

**"Commencement Date"**

6th February 2017

**"Confidential Information"**

Any information which has been designated as confidential by either Party in writing or that ought to be considered as confidential (however it is conveyed or on whatever media it is stored) or information the disclosure of which would, or would be likely to, prejudice the commercial interests of any person, trade secrets, Intellectual Property Rights and know-how of either Party and all personal data

and sensitive personal data within the meaning of the [Data Protection Act 1998.] Confidential Information shall not include information which:

- (a) was public knowledge at the time of disclosure;
- (b) was in the possession of the receiving party, without restriction as to its disclosure, before receiving it from the disclosing party;
- (c) is received from a third party (who lawfully acquired it) without restriction as to its disclosure; or
- (d) is independently developed without access to the Confidential Information;

**"Crown"**

means the government of the United Kingdom (including the Northern Ireland Assembly and Executive Committee, the Scottish Executive and the National Assembly for Wales), including, but not limited to, government departments and particular bodies, persons, commissions or agencies from time to time carrying out functions on its behalf;

**"Intellectual Property Rights"**

means patents, rights to inventions, copyright and related rights, moral rights, trademarks, trade names and domain names, rights in get-up, rights in goodwill or to sue for passing off, rights in designs, rights in computer software, database rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for, and renewals or extensions of, such rights and all similar or equivalent rights or forms of protection which may now or in the future subsist in any part of the world;

**Insurance Policies:**

means commercial general liability insurance cover, professional indemnity insurance cover, employer's liability insurance cover and public liability insurance cover;

**"Key Personnel"**

the Service Provider's personnel essential to the effective delivery of the Services as named at clause 11;

**"Ofwat"**

is the Water Services Regulation Authority ("Ofwat");

**"Ofwat Project Manager"**

is as defined at clause 5.1.1;

**"Party"**

Ofwat, or the Service Provider specified in this Agreement. Together, (the "Parties");

**"Project Specific Intellectual Property Rights"**

means Intellectual Property Rights in the Services provided by the Service Provider (or by a third party on behalf of the Service Provider) specifically for the purposes of the Agreement, and all updates and amendments of these items;

**"Services"**

means the services to be provided as specified in the Specification;

**"Specification"**

means the description of the Services to be provided under this Agreement as set out in the Specification (Schedule 1, hereto);

**"Termination Date"**

The Agreement shall terminate by the end of April 2017 or when the 2017 graduate recruitment campaign is concluded or such earlier date on which this Agreement terminates howsoever arising and for whatever cause. The Agreement may be extended as mutually agreed between Ofwat and the Service Provider, by a notice in writing.

**"Working Days"**

means a day (other than a Saturday or Sunday) on which banks are open for general business in the City of London.

**2. APPOINTMENT**

- 2.1 Ofwat hereby confirms the appointment of the Service Provider from the Commencement Date upon the terms and conditions contained in this Agreement. The Service Provider undertakes to:
  - 2.1.1 use its best endeavours to perform and observe all its obligations under this Agreement, and
  - 2.1.2 provide the Services with reasonable skill and care and that the services shall be delivered by appropriately experienced, trained and/or qualified personnel.
- 2.2 Subject to termination in accordance with the terms of this Agreement, such appointment will have effect from the Commencement Date and will continue until the Services are fully delivered, are no longer required or unless and until terminated by Ofwat by notice in writing.
- 2.3 The Service Provider will not assign or sub-contract such Services to any other person, firm, company or organisation, without the prior written consent of Ofwat and undertakes to perform the Services efficiently and to the best of its ability.
- 2.4 The Service Provider shall supply the Services to be delivered under this Agreement in accordance with Ofwat's requirements as set out in the Specification and the Provider's Proposal dated January 2017. The Services shall be provided on a maximum cap basis with Ofwat confirming the Services it requires from those set out in Schedule 2.

### **3. FEE**

- 3.1 In consideration of the Services to be rendered by the Service Provider under this Agreement, Ofwat will pay the rates detailed in **Schedule 2** which apply to Ofwat and these are inclusive of all expenses outside London.
- 3.2 It is expected that Ofwat shall require the Services of the Service Provider until the conclusion of the 2017 graduate recruitment campaign. The precise timing of the Services shall be agreed between Ofwat and the Service Provider.
- 3.3 Ofwat shall pay the rate up to a maximum cap (the “**Cap**”) of **£27,711**. This cost is not fixed and some elements will depend on response levels. Ofwat shall not be liable for any expenditure that exceeds this Cap, unless the candidate volumes exceed the base numbers or unless otherwise agreed.
- 3.4 The Contractor shall ensure that any expenses in relation to the provision of Services under this Contract are appropriately and reasonably incurred outside London, and are agreed in writing with the Authority's Project Manager prior to being incurred. All expenses must be incurred in accordance with the travel and accommodation rates current at that time set out at Schedule 3 and are charged at cost.
- 3.5 The Service Provider shall submit an invoice following the satisfactory completion of each stage, as determined by the Ofwat Project Manager specified at 5.1.1. Ofwat will pay the invoice within 30 days of receipt.
- 3.6 The rate will be exclusive of any VAT which may be payable in connection with the supply of the Services by the Service Provider and the Service Provider will if applicable notify Ofwat of its registration for VAT and provide VAT invoices in respect of the Services. The invoice should quote the Agreement reference detailed on the front cover, the name of the Ofwat Project Manager, the rate and describe the services provided.
- 3.7 The Service Provider will not be entitled to any other fees or payments save as expressly stated in clauses 3.1 to 3.6 above.

### **4. INSURANCE AND LIABILITY**

- 4.1 The relationship of the Service Provider to Ofwat will be that of independent Service Provider and at no time will the Service Provider or its staff hold itself out as being an employee of Ofwat.
- 4.2 The Service Provider shall have personal liability for and shall indemnify Ofwat for any loss, liability, costs (including reasonable legal costs), damages or expenses arising from any breach by the Service Provider of the terms of this Agreement including any negligent or reckless act, omission or default in the provision of the Services and shall accordingly maintain in force full and comprehensive Insurance Policies.

### **5. SERVICE PROVIDER'S OBLIGATIONS**

- 5.1 The Service Provider agrees that it will during the term of this Agreement:

- 5.1.1 report to the Ofwat Project Manager, **Richard Edwards**, or such other person nominated by Ofwat, and agree with this person the precise timing of the delivery of the Services;
  - 5.1.2 render and perform the Services to the best of its skill, ability, knowledge and experience and use his best endeavours to promote the interests of Ofwat;
  - 5.1.3 remain available to undertake the Services for the duration of the Agreement;
  - 5.1.4 promptly give to Ofwat all such information and reports as it may reasonably require in connection with matters relating to the provision of the Services or the business of Ofwat.
- 5.2 By accepting this Agreement the Service Provider provides assurance to Ofwat that he has made appropriate and legitimate arrangements with Her Majesty's Revenue and Customs (HMRC) for dealing with income tax and national insurance contribution obligations. Furthermore, the Service Provider agrees, as a condition of this Agreement, to provide documentary evidence to this effect should Ofwat request it; furnishing this evidence within three working days of the request being made. Failure to provide the documentary evidence would result in Ofwat terminating this Agreement with immediate effect; Ofwat would be liable to pay for Services provided up to and including the date of termination and will have no further liability to the Service Provider. Furthermore, Ofwat reserves the right to pass relevant information to HMRC or other public bodies about payments under this contract; additionally Ofwat may be required to publish contract information.

## 6. CONFIDENTIALITY

- 6.1 The Service Provider undertakes not to disclose in any way or form whether before or after the Termination Date to any person, firm or company any information which is acquired either directly or indirectly by the Service Provider as a result of the provision of the Services or the performance of the Service Provider's obligations under this Agreement.
- 6.2 The Service Provider may only provide information to any person, firm or company to the extent strictly necessary in the performance of the Services, to the extent required by law, or to the extent specifically authorised in writing by Ofwat.
- 6.3 Nothing in this Agreement shall prevent Ofwat from disclosing the Service Provider's Confidential Information:
  - 6.3.1 to any Crown Body or any other Contracting Authority. All Crown Bodies or Contracting Authorities receiving such Confidential Information shall be entitled to further disclose the Confidential Information to other Crown Bodies or other Contracting Authorities on the basis that the information is confidential and is not to be disclosed to a third party which is not part of any Crown Body or any Contracting Authority;
  - 6.3.2 to any Service Provider, contractor or other person engaged by Ofwat or any person conducting a CCS review;
  - 6.3.3 for the purpose of the examination and certification of Ofwat's accounts;
  - 6.3.4 for any examination pursuant to section 6(1) of the National Audit Act 1983 of the economy, efficiency and effectiveness with which Ofwat has used its resources.
- 6.4 Ofwat reserves the right to disclose any contract information, including Confidential Information, that any Crown Body requests it to publish.

- 6.5 The Service Provider shall comply with the Client's data protection policy and relevant obligations under the Data Protection Act 1998 and associated codes of practice when processing personal data relating to any employee, worker, customer, supplier or agent of Ofwat.

## **7. CONFLICTS OF INTEREST**

- 7.1 The Service Provider shall take appropriate steps to ensure that it is not placed in a position where, in the reasonable opinion of Ofwat, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Service Provider and the duties owed to Ofwat under the provisions of the Agreement. The Service Provider will disclose to Ofwat full particulars of any such conflict of interest which may arise.
- 7.2 Where Ofwat is of the reasonable opinion that the conflict of interest notified to it under clause 7.1 above is capable of being avoided or removed, Ofwat may require the Service Provider to take such steps as will, in its opinion, avoid, or as the case may be, remove the conflict and if the Service Provider fails to comply with Ofwat's requirements in this respect, or if, in the opinion of Ofwat compliance does not avoid or remove the conflict, Ofwat may determine the Agreement and recover from the Service Provider the amount of any loss resulting from such determination.
- 7.3 Where Ofwat is of the reasonable opinion that the conflict of interest which existed at the time of the award of the Agreement could have been discovered with the application by the Service Provider of due diligence and ought to have been disclosed as required prior to the contract Commencement Date, Ofwat may determine the Agreement immediately for breach of a fundamental condition and, without prejudice to any other rights, recover from the Service Provider the amount of any loss resulting from such determination.
- 7.4 Ofwat reserves the right to terminate this Agreement immediately by notice in writing and/or to take such other steps it deems necessary where, in the reasonable opinion of Ofwat, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Service Provider and the duties owed to Ofwat under the provisions of the Agreement. The actions of Ofwat pursuant to this clause shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to Ofwat.

## **8. TERMINATION**

- 8.1 Notwithstanding any other provision in this Agreement, Ofwat will be entitled to terminate this Agreement with immediate effect if the Service Provider:
- 8.1.1 commits a serious breach of any of the provisions of this Agreement or failing for whatever reason to perform the Services adequately or at all; or
  - 8.1.2 is guilty of conduct tending to bring itself or Ofwat into disrepute; or
  - 8.1.3 becomes bankrupt or making any arrangement or composition with his creditors or taking advantage of any statute for the time being in force affording relief for instalment debtors; or
  - 8.1.4 ceases to be available to discharge its obligations under this Agreement for any reason for a period of 30 days or more; or

- 8.1.5 notwithstanding any other provision in this Agreement, Ofwat will be entitled to terminate this Agreement with immediate effect if the Service Provider:
- 8.1.6 is in breach of any of its obligations under this Agreement; or
- 8.1.7 passes a resolution to wind up its business or if a receiver of the undertaking, property or assets or any part thereof is appointed or if it makes or offers any arrangement or composition with its creditors or if a Court orders it's winding up.
- 8.2 The Service Provider will not at any time after the Termination Date represent Ofwat.
- 8.3 Upon termination of this Agreement for any reason, the Service Provider will deliver to Ofwat all letters, publications, papers, discs, tapes, reports, documents, memoranda, computer peripherals, data files software or electronic documents and other items which may have been prepared by the Service Provider or come into the possession of the Service Provider by virtue of this Agreement and/or the performance of the Services and all copies thereof and will not keep possession of copies of any such items or property or other items on which any confidential information is recorded or stored. In respect of any such items or information held on any computer software data files or other equipment belonging to the Service Provider, it hereby undertakes to delete any such items and information and all copies immediately on termination of this Agreement.
- 8.4 On the termination of this Agreement howsoever arising, the Service Provider will not have any claims for damages or compensation of any nature whatsoever and will merely be entitled to any outstanding fees due to the Service Provider up to the Termination Date pursuant to clause 3. Any fees paid to the Service Provider in advance will be calculated on a pro rata basis and any sum representing any period after the Termination Date will be repaid to Ofwat by the Service Provider or deducted by Ofwat from any fees or other payments due or owing by Ofwat to the Service Provider.
- 8.5 Ofwat shall have the right to terminate this Agreement at any time by giving one months' written notice to the Service Provider.

## **9. INTELLECTUAL PROPERTY RIGHTS**

- 9.1 All title to and all rights and interest in the Project Specific IPRs shall vest in Ofwat. The Service Provider hereby assigns to Ofwat, with full title guarantee, title to and all rights and interest in the Project Specific IPRs and/or shall procure that the first owner of the Project Specific IPRs also does so.
- 9.2 All Intellectual Property Rights in any guidance, specifications, instructions, toolkits, plans, data, databases, patents, patterns, models, designs or other material (furnished to or made available to the Service Provider by or on behalf of Ofwat shall remain the property of Ofwat; and prepared by or for the Service Provider on behalf of Ofwat for use, or intended use, in relation to the performance by the Service Provider of its obligations under this Contract shall belong to Ofwat.
- 9.3 For the avoidance of doubt Project Specific IPRs shall exclude drafts, internal working papers and the Service Provider's pre-existing software underlining its design, CMS, programming or functionality.

- 9.4 Should the Service Provider wish to use the Project Specific IPRs (such as the recruitment data) then it shall make a written request to Ofwat requesting permission to do so.

## **10. MISTAKES IN INFORMATION**

- 10.1 The Service Provider shall be responsible for the accuracy of all documentation and information provided to Ofwat by the Service Provider in connection with the provision of the Services and Ofwat shall have no liability for any extra costs occasioned by any discrepancies, errors or omissions therein.

## **11. KEY PERSONNEL**

- 11.1 The Service Provider acknowledges that the following people are essential to the proper provision of the Services to Ofwat, and in particular the training services:
- Chris Bell
  - Mario Cocozza
  - Guus van Ooijen
- 11.2 The Key Personnel shall not be released from providing the Services without the agreement of Ofwat, except by reason of long-term sickness, maternity leave, paternity leave or termination of employment and other extenuating circumstances.

## **12. DISCLOSURE REQUESTS**

- 12.1 The Service Provider acknowledges Ofwat's responsibilities under the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR) and shall assist and cooperate with Ofwat to ensure it complies with its information disclosure obligations. The Service Provider shall assist Ofwat at no additional charge in meeting any reasonable requests for information in relation to the Agreement which are made to Ofwat in connection with the FOIA/EIR and/or any statutory modification or re-enactment thereof or any related guidelines or codes or practice.

## **13. DISPUTE RESOLUTION**

- 13.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with this Agreement within 20 Working Days of either Party notifying the other of the dispute and such efforts shall involve the escalation of the dispute to the finance director (or equivalent) of each Party.
- 13.2 Nothing in this dispute resolution procedure shall prevent the Parties from seeking from any court of competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.
- 13.3 If the dispute cannot be resolved by the Parties pursuant to clause 13.1 the Parties shall refer it to mediation pursuant to the procedure set out in clause 13.5 unless:
- 13.3.1 Ofwat considers that the dispute is not suitable for resolution by mediation; or

- 13.3.2 the Service Provider does not agree to mediation.
- 13.4 The obligations of the Parties under this Agreement shall not cease, or be suspended or delayed by the reference of a dispute to mediation and the Service Provider and its Key Personnel shall comply fully with the requirements of this Agreement at all times.
- 13.5 The procedure for mediation and consequential provisions relating to mediation are as follows:
- 13.5.1 a neutral adviser or mediator (the “Mediator”) shall be chosen by agreement between the Parties or, if they are unable to agree upon a Mediator within 10 Working Days after a request by one Party to the other or if the Mediator agreed upon is unable or unwilling to act, either Party shall within 10 Working Days from the date of the proposal to appoint a Mediator or within 10 Working Days of notice to either Party that he is unable or unwilling to act, apply to the Centre for Effective Dispute Resolution or other mediation Service Provider to appoint a Mediator;
- 13.5.2 the Parties shall within 10 Working Days of the appointment of the Mediator meet with him in order to agree a programme for the exchange of all relevant information and the structure to be adopted for negotiations to be held. If considered appropriate, the Parties may at any stage seek assistance from the Centre for Effective Dispute Resolution or other mediation Service Provider to provide guidance on a suitable procedure;
- 13.5.3 unless otherwise agreed, all negotiations connected with the dispute and any settlement agreement relating to it shall be conducted in confidence and without prejudice to the rights of the Parties in any future proceedings;
- 13.5.4 if the Parties reach agreement on the resolution of the dispute, the agreement shall be recorded in writing and shall be binding on the Parties once it is signed by their duly authorised representatives;
- 13.5.5 failing agreement, either of the Parties may invite the Mediator to provide a non-binding but informative written opinion. Such an opinion shall be provided on a without prejudice basis and shall not be used in evidence in any proceedings relating to this Agreement without the prior written consent of both Parties;
- 13.5.6 if the Parties fail to reach agreement in the structured negotiations within 60 Working Days of the Mediator being appointed, or such longer period as may be agreed by the Parties, then any dispute or difference between them may be referred to the courts in accordance with clause 13.6.
- 13.6 Subject to clause 13.2, the Parties shall not institute court proceedings until the procedures set out in clause 13.1 and 13.3 have been completed.

#### **14. MISCELLANEOUS**

- 14.1 This Agreement constitutes the entire agreement between the Parties with respect to its subject matter and shall have effect to the exclusion of any other memorandum, agreement or understanding of any kind between the parties preceding the date of this Agreement relating to the provision of the Service Provider's time or services in whatever manner.

- 14.2 This Agreement may only be amended, superseded, cancelled or any of its terms and conditions waived by written instrument signed by or on behalf of Ofwat and the Service Provider or, in the case of waiver, of the party waiving compliance.
- 14.3 The failure or the delay on the part of any party to exercise or enforce any right, power or privilege under this Agreement will not operate as a waiver, nor will the single or partial exercise of any right, power or privilege preclude any other or further exercise of that or any other right, power or privilege. If any party expressly waives any breach, such waiver will not operate as a waiver of a similar breach on another occasion or as a waiver of any other breach.
- 14.4 The Parties will pay their own legal, professional and other costs in connection with the preparation and completion of this Agreement.
- 14.5 This Agreement will be governed and construed in accordance with the Laws of England and the parties to this agreement submit to the exclusive jurisdiction of the English Courts.
- 14.6 The Bribery Act 2010 consolidates existing offences of offering or receiving a Bribe, bribery of foreign public officials and introduces a new corporate offence of failure by a commercial organisation to prevent a bribe being paid or received on its behalf. The Service Provider shall:
- 14.6.1 comply with all applicable laws, statutes, regulations and codes relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010;
- 14.6.2 not engage in any activity, practice or conduct which would constitute an offence under [sections 1, 2 or 6 of the Bribery Act 2010] if such activity, practice or conduct had been carried out in the United Kingdom;
- 14.6.3 have and shall maintain in place throughout the term of this Agreement its own policies and procedures, including, but not limited to, adequate procedures under the Bribery Act 2010, to ensure compliance with the relevant requirements and clause 14.6.2, and will enforce them where appropriate;
- 14.6.4 promptly report to Ofwat's Director, Programmes and Project Management any request or demand for any undue financial or other advantage of any kind received by the Service Provider in connection with the performance of this Agreement.
- 14.7 The Service Provider when engaged within the boundaries of Ofwat premises, shall comply with such rules, regulations and requirements (including those relating to security arrangements) as may be in force from time to time for the conduct of personnel when at or outside Ofwat's premises.
- 14.8 Any notice given under this Agreement shall be in writing and signed by or on behalf of the party giving it and shall be served by delivering it personally, sending of an email, or sending it by pre-paid recorded delivery or registered post to the relevant party at (in the case of Ofwat) its address for the time being at Centre City Tower, 7 Hill Street, Birmingham B5 4UA and in the case of the Service Provider its last known address. Any such notice shall be deemed to have been received.
- 14.8.1 if delivered personally, at the time of delivery; or
- 14.8.2 in the case of pre-paid recorded delivery or registered post, 48 hours from the date of posting.

- 14.9 In proving such service it shall be sufficient to prove that the envelope containing the notice was addressed to the address of the relevant party and delivered either to that address or into the custody of the postal authorities as a pre-paid recorded delivery or registered post.
- 14.10 Except as expressly provided elsewhere in this Agreement a person who is not a party to this agreement shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Agreement.
- 14.11 The rights of the Parties to terminate, rescind or agree any variation, waiver or settlement under this Agreement are not subject to the consent of any person that is not a party to this Agreement.
- 14.12 This Agreement may be executed in any number of counterparts, each of which, when executed, shall be an original, and all the counterparts together shall constitute one and the same instrument.

This Agreement has been entered into the day and year first above written.

SIGNED by

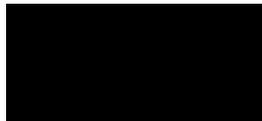


Name: Richard Edwards, Senior Associate, Business Transformation Programme

for and on behalf of

**Ofwat**

SIGNED by



Name:

for and on behalf of

**Service Provider**

## **Schedule 1: The Specification**

### **Proposed Scope of Work**

- Produce cost effective media schedules. Book and agree adverts.
- Ensure all recruitment literature / information is up to date and relevant.
- Create and ensure response management database is ready for campaign launch.
- Set-up and manage the application portal and provide nominated employees of Ofwat access to the portal and all application data.
- Deal with all responses and any candidate queries during life cycle of campaign.
- Conduct first sift against criteria and CV and suitability statement.
- Source and administer cost effective numerical and verbal reasoning tests.
- Develop Assessment Centre timetable and arrange all logistics.
- Provide feedback to candidates.

## Schedule 2: The Cost

Maximum cap of **£27,711** excluding VAT as detailed in the table below:

PHASE	ACTION	UNIT COST	Total Cost
<b>ALL PROJECT MANAGEMENT FEES</b>			
PROJECT MANAGEMENT FEE	To project manage full recruitment process for Ofwat - to include all administration, updates and reports along with the full project management of the campaign	£3,500.00	£3,500.00
	<b>TOTAL COST OVERALL PROJECT MANAGEMENT</b>		<b>£3,500.00</b>
<b>ADVERTISING AND ATTRACTION STAGE</b>			
ADVERTISING STAGE	1 x Graduate Advert Drafting	£35.00	£35.00
	University advertising Uploading (based on 21 universities)	£40.00	£840.00
	Job site advert: Milkround + upload	£525.00	£525.00
	Job site advert: GuardianJobs + upload (Target j-pack used this year)	£1,550.00	£1,550.00
	LinkedIn Advert	£250.00	£250.00
	Prospects Advert	£845.00	£845.00
	Develoement of the Graduate application tool	£600.00	£600.00
	<b>TOTAL COST ADVERTISING STAGE</b>		<b>£4,645.00</b>
<b>SIFTING AND ADMINISTRATION OF TEST INVITES</b>			
APPLICATION STAGE	Initial Sift – including RTW and CV and suitability statement sift – charged per application <i>(based on receiving 250 applications)</i>	£9.50	£2,375.00
	Acknowledgement emails and Texts x 250	£0.50	£125.00
	Update email to candidates	£0.50	£125.00
	Reject communications to candidates - based on taking 50 to manager sift (100 reject emails)	£0.50	£50.00
	Blind sifting potral usage - creation and licence fee	£1,800.00	£1,800.00
	Reject emails to candidates not passing Ofwat sift <i>(based on only taking 30 forward to the testing stage)</i>	£0.50	£10.00
	Invites to VR/NR individual tests x 50	£0.50	£25.00
	Block purchase of online texting for improved candidate communications (750)	£0.10	£75.00
	<b>TOTAL COST APPLICATION STAGE</b>		<b>£4,585.00</b>
<b>ADMINISTERING OF ABILITY TESTS</b>			
PRE-ASSESSMENT CENTRE STAGE	Numerical & Verbal Reasoning Ability test costs – based on assessing 50 candidates	£35.00	£1,750.00
	Job Matching and Personality profiling (basic level based on 50 people going through the tests)	£37.00	£1,850.00
	Reject emails to candidates not successful at test stage (based on taking 24 candidates to Assessment Centre x 26)	£0.50	£13.00
	<b>TOTAL COST PRE-ASSESSMENT STAGE</b>		<b>£3,613.00</b>
<b>THIS IS BE BASED ON TAKING 12 CANDIDATES TO each assessment day</b>			
ASSESSMENT CENTRE STAGE	Facilitation of Assessment Centre to include: Total cost per assessment day to include: Invites for all candidates, timetable preparation, assessor packs, end of assessment centre administration and reports, and 2 assessors per assessment day (Total cost for 2 full days, but half the cost if only 1 day is needed)	£3,250.00	£6,500.00
	Briefing Assessors 2 x briefing sessions (one for sifting and one for assessment day)	£680.00	£1,360.00
	Redesign of all assessment materials (2 days for both assessment types)	£680.00	£1,360.00
	Delivery of full talent pool of candidates	FREE	FREE
	<b>TOTAL COST OF ASSESSMENT CENTRES</b>		<b>£9,220.00</b>
	<b>Based on Both the graduate assessment and the additional assessment day (12 assessed on each assessment day - 24 in total)</b>		
POST ASSESSMENT CENTRE STAGE	Success or reject emails to all candidates after the assessment process	£0.50	£12.00
	Feedback to all candidates (24 people assessed over 2 full days)	£89.00	£2,136.00
	<b>TOTAL COST OF POST ASSESSMENT CENTRE</b>		<b>£2,148.00</b>
<b>TOTAL COST OF GRADUATE PROGRAMME, BASED ON THE ABOVE ASSUMPTIONS</b>			<b>£27,711.00</b>

Please note: Cost of video and music liscence removed  
Reduction in feedback to 24 candidates, not 30

**\*\*all travel and accomodation is charged at cost, with reciepts provided (outside London only)**

NB: The Service Provider will contract separately with Ofgem and invoice them direct for their costs.

### **Schedule 3: Ofwat's Travel and Accommodation Rates**

Receipts must be submitted with all claims and must be in accordance with these rates

#### **Accommodation:**

Paid on actual expenditure within the following prescribed ceilings:

London	£165
Elsewhere	£115
Private residence	£25

These rates cover a 24 hour period for accommodation only, inclusive of VAT, receipts must be submitted.

#### **Mileage Rates:**

25p per mile

A mileage log must be submitted (to/from, mileage/date, to see/purpose)

#### **Rail Travel:**

The actual cost of public transport (normally rail) may be reimbursed. Economy Class (second class) rail tickets should be purchased.

